

California Department of Corrections

Financial Information Memo

SUBJECT:	FIM NUMBER:
REDUCTION OF THE DEPARTMENT OF GENERAL SERVICES CHARGES	2003-12
REFERENCES:	DATE: NOVEMBER 3, 2003
Memorandum dated November 26, 2002	
<i>General Administration Program Cost Account</i>	
24030	
Mid-Year fiscal review meetings	

DISTRIBUTION

Executive Staff
Regional Administrators-Institutions Division
Regional Administrators-Health Care Services Division
Wardens
Health Care Managers
Associate Wardens, Business Services

PURPOSE

The purpose of this Financial Information Memo (FIM) is to announce the establishment of new Department of General Services (DGS) billing codes for Health Care operations at each Institution.

DISCUSSION

The California Department of Corrections (CDC) pays fees to DGS for each order and contract initiated by CDC. During the 2002/2003 mid-year fiscal reviews, numerous institutions reported that DGS purchase order (or overhead) fees were charged to Institution Program 21 in lieu of Health Care Services Program 22, thus distorting the true expenditures for both programs.

CDC is committed to truth in budgeting that requires each institution, division and program be charged for their costs of operation. Based upon this information the Financial Services Division established DGS billing codes for each institution Health Care Services Program 22.

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ACTION REQUIRED

Each institution is to use the new Health Care billing code specific to their institution. (See attached listing). These billing codes are to be applied to each order for Health Care Services, which will, in turn, generate purchase order charges associated with

Health Care expenditures to Program 22. The establishment of the new billing codes is not an authorization to split orders normally charged to Program 21, i.e., office supplies.

Furthermore, each institution is required to review their purchasing activities so orders that can be consolidated, such as McKesson, are issued annually. These orders should estimate annual need and be accompanied by a delivery schedule, where appropriate. This will effectively reduce the number of orders and the associated purchase order fees since DGS purchase order fees are based on a percentage of the order up to a maximum of \$7,500. For questions on consolidated orders and delivery schedules, you are to consult with Joe Armor, Chief, Business and Support Services, at (916) 445-8746.

If you have any questions concerning this memorandum, please contact your Accounting Administrator. The contacts for Headquarters and Paroles is William Dougherty, Accounting Management Branch, at (916) 324-6525 and for Institutions, Timothy Gilpin, Regional Accounting - North, at (916) 323-3351 or Carol Gardemal, Regional Accounting - South at (909) 483-1554.

ORIGINAL SIGNED BY

WENDY STILL
Deputy Director
Financial Services Division

Attachment

cc: Regional Accounting Administrators
Regional Accounting Offices
Accounting Management Branch

California Department of Corrections Financial Information Memo

ATTACHMENT HEALTH CARE BILLING CODES

BILLING CODE	INSTITUTION	ADDRESS		
17224	CCWF-HCSD	C/O RAO - CORCORAN	PO BOX 5240	CORCORAN CA 93212
17213	CSP-CORCORAN	C/O RAO - CORCORAN	PO BOX 5240	CORCORAN CA 93212
17289	SATF-HCSD	C/O RAO - CORCORAN	PO BOX 5240	CORCORAN CA 93212
17288	VSPW-HCSD	C/O RAO - CORCORAN	PO BOX 5240	CORCORAN CA 93212
17237	CSP-HCSD	C/O RAO - EL CENTRO	PO BOX 5362	EL CENTRO CA 92244-5362
17262	CSP-HCSD	C/O RAO - EL CENTRO	PO BOX 5342	EL CENTRO CA 92244-5342
17217	CVSP-HCSD	C/O RAO - EL CENTRO	PO BOX 5354	EL CENTRO CA 92244-5354
17267	ISP-HCSD	C/O RAO - EL CENTRO	PO BOX 5355	EL CENTRO CA 92244-5355
17032	CA CORRECTIONAL INST-HCSD	C/O RAO - BAKERSFIELD	PO BOX 12050	BAKERSFIELD CA 93389-205
17247	CSP LOS ANGELES-HCSD	C/O RAO - BAKERSFIELD	PO BOX 12050	BAKERSFIELD CA 93389-205
17229	CSP-DELANO II-HCSD	C/O RAO - BAKERSFIELD	PO BOX 12050	BAKERSFIELD CA 93389-205
17242	NKSP-HCSD	C/O RAO - BAKERSFIELD	PO BOX 12050	BAKERSFIELD CA 93389-205
17232	WASCO STATE PRISON-HCSD	C/O RAO - BAKERSFIELD	PO BOX 12050	BAKERSFIELD CA 93389-205
17002	CCC-HCSD	C/O RAO - SACRAMENTO	PO BOX 187015	SACRAMENTO CA 95818-7015
17274	CSP-SAC-HCSD	C/O RAO - SACRAMENTO	PO BOX 187015	SACRAMENTO CA 95818-7015
17064	FOLSOM STATE PRISON	C/O RAO - SACRAMENTO	PO BOX 187015	SACRAMENTO CA 95818-7015
17287	HDSP-HCSD	C/O RAO - SACRAMENTO	PO BOX 187015	SACRAMENTO CA 95818-7015
17082	CA MEDICAL FACILITY-HCSD	C/O RAO - NORTH COAST	PO BOX 187016	SACRAMENTO CA 95818-7016
17103	CSP-SAN QUENTIN-HCSD	C/O RAO - NORTH COAST	PO BOX 187016	SACRAMENTO CA 95818-7016
17272	CSP-SOLANO COUNTY-HCSD	C/O RAO - NORTH COAST	PO BOX 187016	SACRAMENTO CA 95818-7016
17222	PBSP-HCSD	C/O RAO - NORTH COAST	PO BOX 187016	SACRAMENTO CA 95818-7016
17208	AVENAL STATE PRISON-HCSD	C/O RAO - CENTRAL COAST	PO BOX 7021	PASO ROBLES CA 93446-702
17093	CMC-HCSD	C/O RAO - CENTRAL COAST	PO BOX 7021	PASO ROBLES CA 93446-702
17043	CTF-HCSD	C/O RAO - CENTRAL COAST	PO BOX 7021	PASO ROBLES CA 93446-702
17257	PVSP-HCSD	C/O RAO - CENTRAL COAST	PO BOX 7021	PASO ROBLES CA 93446-702
17286	SVSP-HCSD	C/O RAO - CENTRAL COAST	PO BOX 7021	PASO ROBLES CA 93446-702
17074	CIM-HCSD	C/O RAO-SOUTHERN CALIF	PO BOX 6000	R. CUCAMON CA 91729-6000
17113	CIW -HCSD	C/O RAO-SOUTHERN CALIF	PO BOX 6000	R. CUCAMON CA 91729-6000
17119	CRC-HCSD	C/O RAO-SOUTHERN CALIF	PO BOX 6000	R. CUCAMON CA 91729-6000
17117	RJD-HCSD	C/O RAO-SOUTHERN CALIF	PO BOX 6000	R. CUCAMON CA 91729-6000
17053	DVI-HCSD	C/O RAO - CENTRAL VALLEY	PO BOX 4147	STOCKTON CA 95204-0147
17207	MCSP-HCSD	C/O RAO - CENTRAL VALLEY	PO BOX 4147	STOCKTON CA 95204-0147
17022	SCC-HCSD	C/O RAO - CENTRAL VALLEY	PO BOX 4147	STOCKTON CA 95204-0147